

THE COMPETITIVE PLACEMENT PROGRAM



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THE COMPETITIVE PLACEMENT PROGRAM



- AGENDA
 - What is the “CPP”
 - CPP Process--Step by Step
 - Importance of KSAOC's
 - Examples
 - Panel Process
 - Interview and Selection Process
 - Questions and Answers

COMPETITIVE PLACEMENT PROCESS



- Civil Service Reform Act (1978)
 - Improved Government efficiency and balanced management authority with employee protection
 - Established the SES, PMRS, Merit Principles, prohibited personnel practices
- 29 CFR Part 1607 - Uniform Guidelines on Employee Selection Procedures (1978)
 - Established the requirement that all selection procedures used in hiring, promotion, retention, and other employment decisions must be documented to show job-relatedness

WHAT IS THE COMPETITIVE PLACEMENT PLAN (CPP)



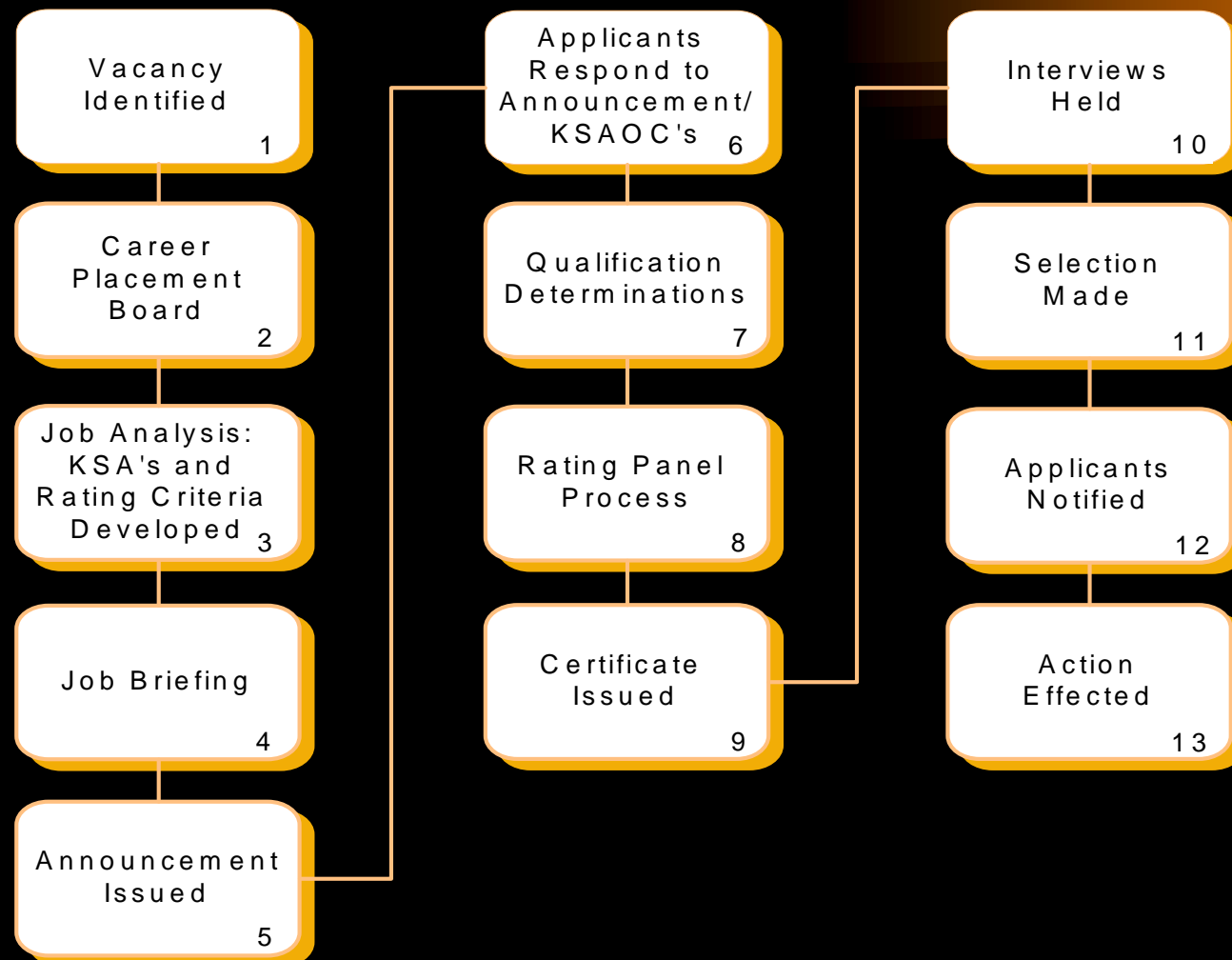
- Agency requirement based on regulation
 - CFR, Title 5, Part 335
- NASA NPG 3335.1D, Part I
 - Establishes minimum Agency procedures for filling positions with current or former Federal employees with status at and below the GS-15 level (including trades and labor positions) through competition and on the basis of merit.

WHEN MUST CPP BE USED?



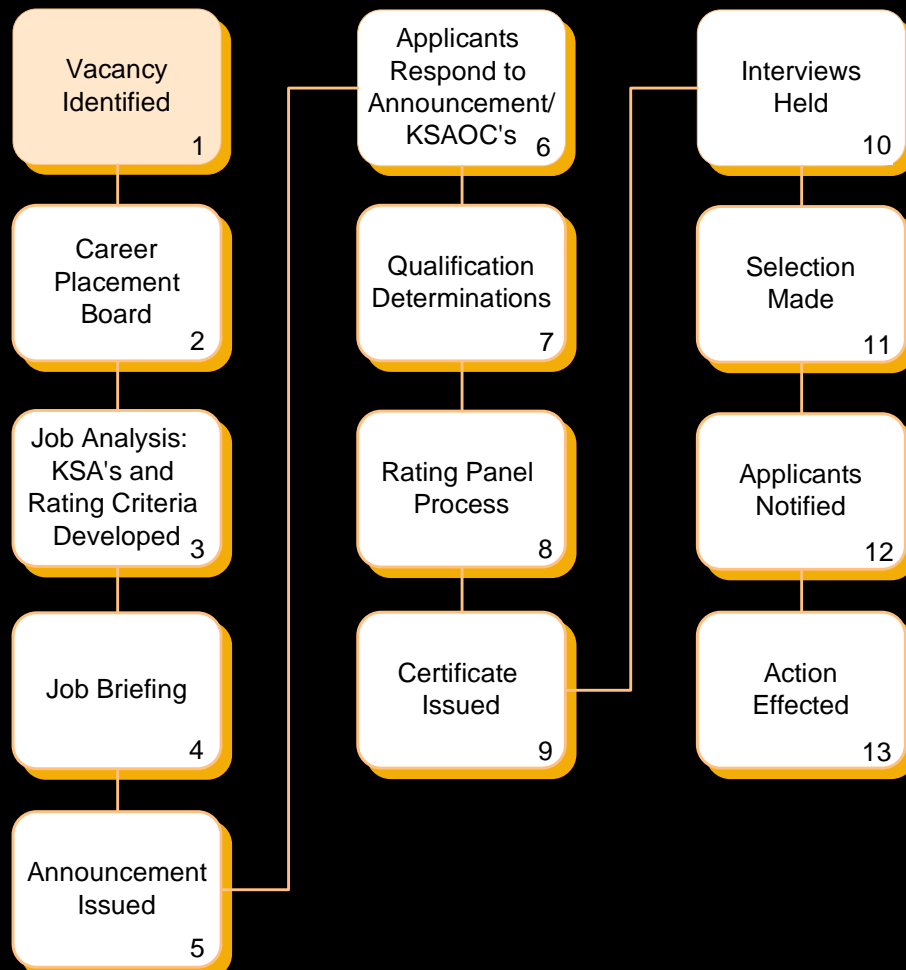
- All permanent promotions
- Time limited promotions over 120-days
- Training required for promotion
- Transfer from another NASA Center or Federal Agency to a higher-graded position at the NASA GRC

CPP PROCESS--STEP BY STEP



CPP PROCESS: Step 1

Vacancy Identified



- Selecting Official submits request to OHR. Package includes:
 - SF-52
 - Position Description
 - Draft CPP Announcement
 - CPB Forms
 - Level Descriptors
 - Names of Panel Members

CPP PROCESS: Step 1 (Cont'd)

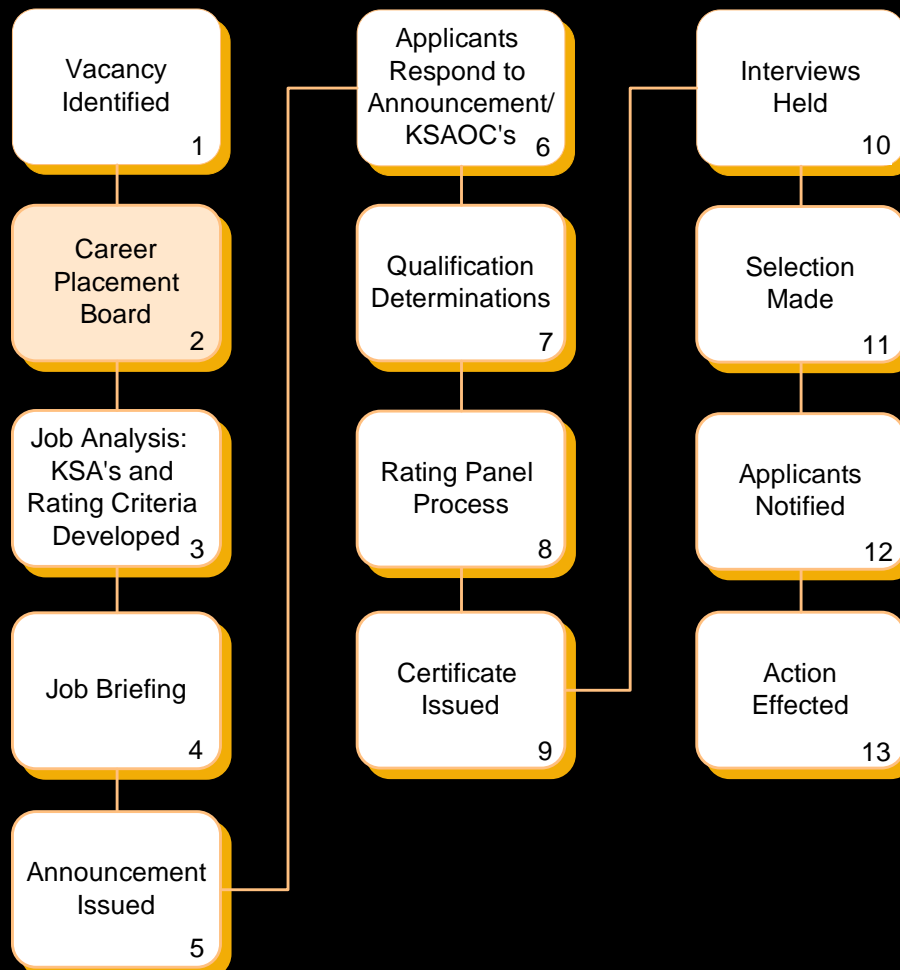
Vacancy Identified



- Position Description (PD) classified by OHR Specialist
- OHR Specialist provides recommendation on CPB form

CPP PROCESS: Step 2

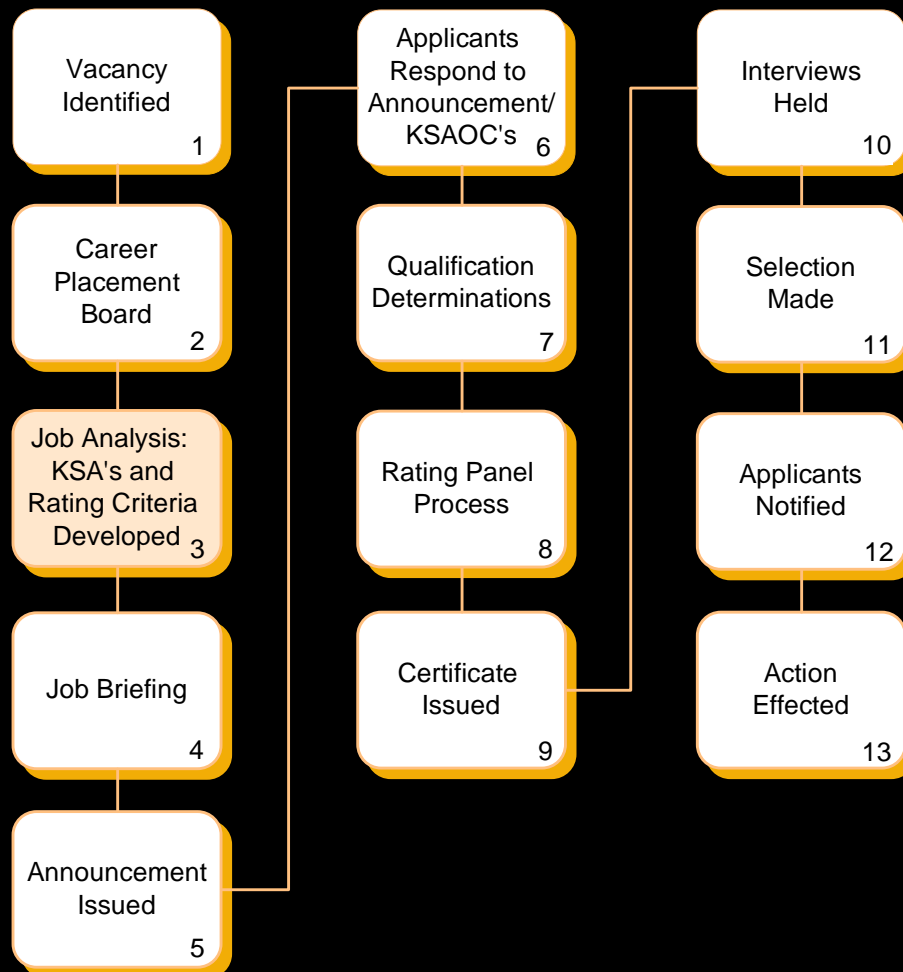
Career Placement Board (CPB)



- Membership: Julian Earls, Maury Blanton, and Bob Fails
- Meets every week to review requests
- Recommends/approve CPP requests
- High grades presented to Center Director

CPP PROCESS: Step 3

Job Analysis



- Why is it done?
 - Merit System Principles (5 USC 2301)

CPP PROCESS: Step 3 (Cont'd)

Job Analysis



- 5 USC 2301 (b)
 - Federal personnel management should be implemented consistent with the following merit system principles:
 - (1) Recruitment should be from qualified individuals from appropriate sources in an endeavor to achieve a workforce from all segments of society, and selection and advancement should be determined solely on the basis of relative ability, knowledge and skills, after fair and open competition which assures that all receive equal opportunity.

CPP PROCESS: Step 3 (Cont'd)

Job Analysis



- What is a job analysis?
 - The process of collecting information about a position to be filled that helps to identify the major job requirements and links them to experience, education, training, etc. needed to successfully perform the functions of that job.
 - Major job duties and responsibilities identified become the foundation of the KSA rating process.

CPP PROCESS: Step 3 (Cont'd)

Job Analysis - KSAOC's



- What is a KSAOC?
 - Knowledge, Skills, Abilities, and Other Characteristic (KSAOC) statements.
 - Must be clearly supported by the PD
 - Must be able to distinguish the outstanding candidate from one who is minimally satisfactory
 - Must be ratable (rater or panel can measure applicant against the KSAOC and assign score)

CPP PROCESS: Step 3 (Cont'd)

Job Analysis - KSAOC's



DEFINITIONS

KNOWLEDGE - AN ORGANIZED BODY OF INFORMATION
USUALLY OF A FACTUAL OR PROCEDURAL
NATURE WHICH, IF APPLIED, MAKES ADEQUATE
PERFORMANCE ON THE JOB POSSIBLE (E.G.,
KNOWLEDGE OF PROCUREMENT POLICIES,
PROCEDURES, AND PRACTICES).

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CPP PROCESS: Step 3 (Cont'd)

Job Analysis - KSAOC's



DEFINITIONS

K

SKILL -

A

O

C

THE PROFICIENT MANUAL, VERBAL, OR MENTAL MANIPULATION OF DATA OR THINGS. SKILLS CAN BE READILY MEASURED BY A PERFORMANCE TEST (E.G., SKILL IN TYPING, SKILL IN COMPUTATION USING DECIMALS).

CPP PROCESS: Step 3 (Cont'd)

Job Analysis - KSAOC's



DEFINITIONS

K

S

ABILITY - THE POWER TO PERFORM AN OBSERVABLE ACTIVITY AT THE PRESENT TIME. THIS MEANS THAT ABILITIES HAVE BEEN EVIDENCED THROUGH ACTIVITIES OR BEHAVIORS THAT ARE SIMILAR TO THOSE REQUIRED ON THE JOB (E.G., ABILITY TO WRITE REPORTS, ABILITY TO ANALYZE NUMERICAL DATA). ABILITIES ARE DIFFERENT FROM APTITUDES. APTITUDES ARE ONLY THE POTENTIAL FOR PERFORMING THE ACTIVITY.

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C

CPP PROCESS: Step 3 (Cont'd)

Job Analysis - KSAOC's



DEFINITIONS

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OTHER

CHARACTERISTICS - PHYSICAL OR MENTAL CHARACTERISTICS WHICH DO NOT FALL UNDER ANY OF THE OTHER DEFINITIONS (E.G., INITIATIVE, FAIRNESS, STRESS TOLERANCE).

CPP PROCESS: Step 3 (Cont'd)

Job Analysis - KSAOC's



SELECTIVE PLACEMENT FACTORS

- A KNOWLEDGE, SKILL, OR ABILITY THAT IS ESSENTIAL FOR SATISFACTORY PERFORMANCE ON THE JOB AND REPRESENTS AN ADDITION TO THE BASIC STANDARD FOR A POSITION.

CPP PROCESS: Step 3 (Cont'd)

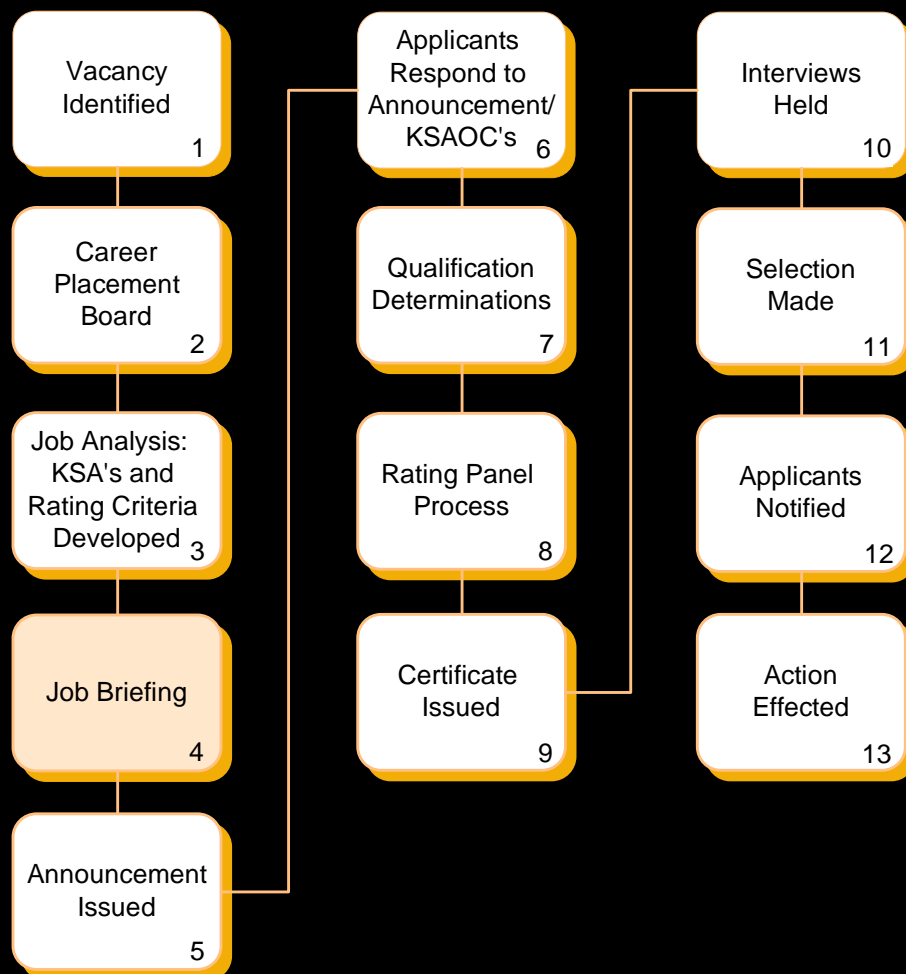
Job Analysis - Level Descriptors



- Level descriptors (also know as Crediting Plan) provide a general definition of the three performance levels.
 - Superior
 - Satisfactory
 - Acceptable

CPP PROCESS: Step 4

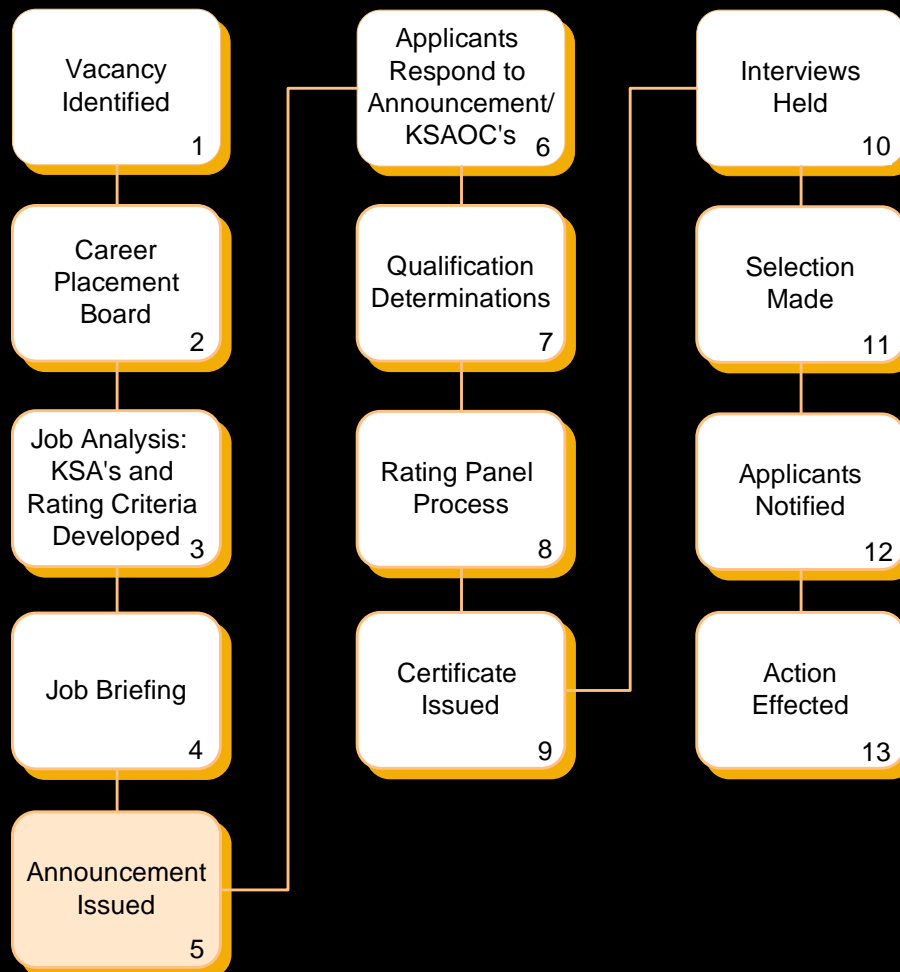
JOB BRIEFING



- Scheduled on or before the opening date of announcement.
- Held in Ad Building
- Selecting Official presents
 - Overview of the organization
 - Details on the position
- OHR Specialist on hand to answer questions

CPP PROCESS: Step 5

Announcement



- Communicated:
 - Official Bulletin Boards
 - OHR Web page
(<http://www.lerc.nasa.gov/WWW/OHR>)
 - LINK TV
 - Job Opportunity Hotline
(3-9675)

CPP PROCESS: Step 5 (Cont'd)

Announcement



- Position Title and Location/Organization Code
- Series/Grade
- Known promotion potential
- Opening and Closing dates
 - due by 4:30 p.m. on closing date
- Name and phone number of OHR Specialist

CPP PROCESS: Step 5 (Cont'd)

Announcement

Area of Consideration

- NASA-Wide Permanent Employees: Open to all full and part-time NASA employees throughout the Agency, who occupy a permanent career or career-conditional position. This excludes employees on time-limited appointments such as Summer Appointments and TERM Hires.
- Permanent NASA Glenn Research Center (GRC) Employees: Open to all full and part-time NASA employees located on site, who occupy a permanent career or career-conditional position. This includes GRC employees at other duty locations. This excludes NASA employees located at other NASA Centers, NASA Headquarters, or other Federal employees located on site, including Department of Army, and the Office of the Inspector General.

CPP PROCESS: Step 5 (Cont'd)

Announcement

Area of Consideration

- NASA-Wide Permanent Employees and Civil Service Status Candidates: Open to all full and part-time employees who are currently employed by the Federal Government in a career or career-conditional position, or those individuals who possess civil service status, gained through qualifying employment at a Federal agency.
- Permanent Full-Time or Part-Time (willing to job share) NASA Glenn Research Center Employees: Open to all full and part-time NASA employees located on site, who occupy a permanent career or career-conditional position. This includes GRC employees at other duty locations. The supervisor has indicated his/her willingness to have two employees “share” one FTE position, allowing two individuals to work part-time. Typically, this area of consideration is associated with secretarial positions.

CPP PROCESS: Step 5 (Cont'd)

Announcement



- Duties and Responsibilities
- Rating Factors:
 - KSAOC identified with * is critical
 - Evaluated based on an 8-pt. maximum rating
 - Important KSAOC evaluated on 4-pt. maximum rating basis
- Back of job announcement

CPP PROCESS: Step 5 (Cont'd)

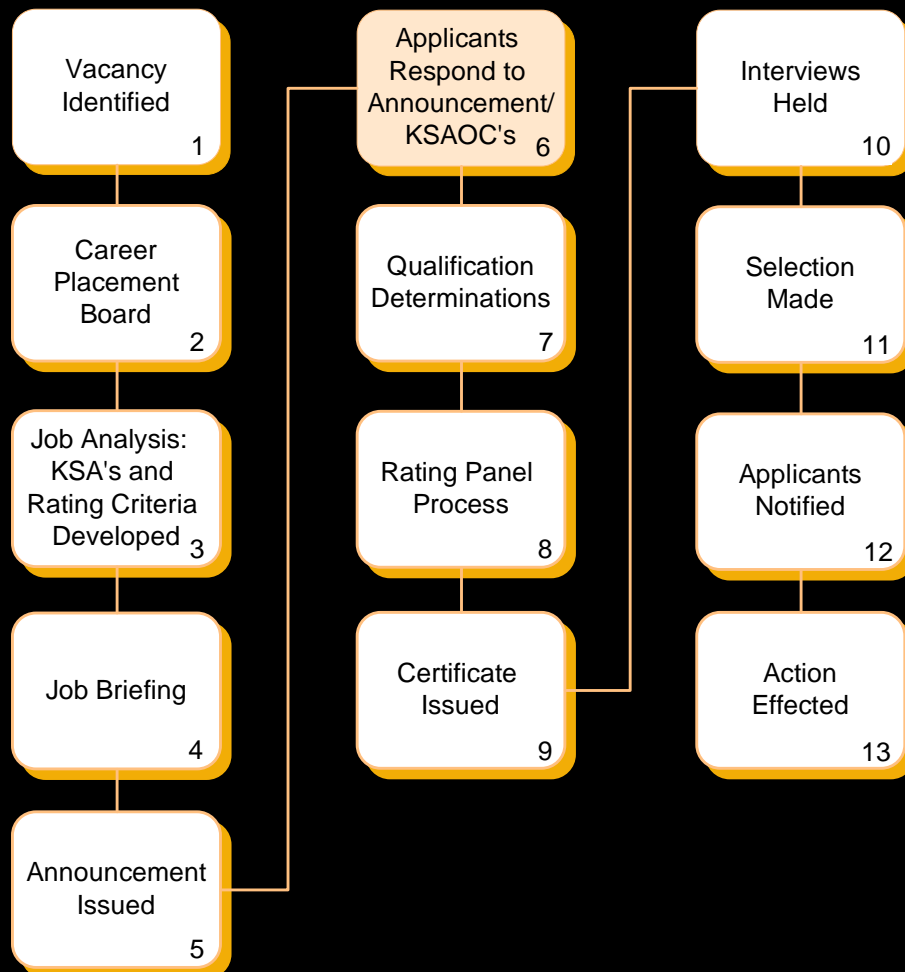
Announcement



- You must meet:
 - Time-in-Grade
 - Time-after-Competitive Appointment
 - OPM Qualifications
 - Operating Manual for Qualification Standards for GS Positions
 - Job Qualification System for Trades and Labor Occupations
 - NASA AST Standards

CPP PROCESS: Step 6

Applicants Respond



- What forms are required:
 - Bargaining Unit positions
 - Non-Bargaining Unit positions

CPP PROCESS: Step 6 (Cont'd)

Applicants Respond



- Bargaining Unit positions:
 - Job Qualifications Statement (NASA-C-8574)
 - Supplemental Application (NASA-C-4009a)
 - Supervisory Rating Statement (NASA-C-4012)
 - All can be downloaded from the OHR web page
<http://www.lerc.nasa.gov/WWW/OHR/>
 - Picked up at the OHR

CPP PROCESS: Step 6 (Cont'd)

Applicants Respond



- Non-Bargaining Unit positions
 - Job Qualifications Statement (NASA-C-8574)
 - Supplemental Application (NASA C-4009a)
 - Both can be downloaded from the OHR web page
<http://www.lerc.nasa.gov/WWW/OHR/>
 - Copy of most recent performance rating (NASA C-160, Employee Performance Communication System (EPCS))

CPP PROCESS: Step 6 (Cont'd)

Applicants Respond



- Job Qualification Statement, NASA C-8574
 - Include all experience for past 10 years that is relevant to the position for which you are applying--starting with current position.
 - Summarize experience if more than 10 years ago
 - Include volunteer experience if it involved duties applicable to the advertised position
 - You may add additional sheets, if necessary

CPP PROCESS: Step 6 (Cont'd)

Applicants Respond



- Job Qualifications Statement (Continued)
 - Highlight and match aspects of experience and skill to complement those required by the position.
 - List all training: schools, location, dates attended, subjects studied, class hours, degrees
 - List honors and awards
 - List articles or reports you have written

CPP PROCESS: Step 6 (Cont'd)

Applicants Respond



- Supplemental Application, NASA C-4009a
 - Used to summarize your background and experience for each of the KSAOC's listed on the announcement.
 - You may attach additional sheets, if necessary
 - You may attach supplemental information to support your credentials (e.g., current performance appraisal)

CPP PROCESS: Step 6 (Cont'd)

Applicants Respond



- Supplemental Application (Continued)
 - If applying for bargaining position, attach completed form to the Supervisor Rating Statement, NASA Form C-4012 and forward to your supervisor for rating
 - ALL FORMS must be received in OHR by 4:30 p.m. on closing date of the announcement
 - No extensions will be granted

CPP PROCESS: Step 6 (Cont'd)

Applicants Respond



- Supervisor Rating Statement, NASA-C-4012
 - Supervisor completes rating and narrative statement for each KSAOC listed
 - If KSAOC's are identical to a position you applied for in the last 12 months, you may resubmit the original evaluation.
 - Supervisor **must** concur by signing again with current date

CPP PROCESS

Upward Mobility



- NHB 3410.5B, Upward Mobility Program Handbook
 - Eligibility: NASA career or career-conditional employees with 1-year of experience with NASA
 - serving in clerical, technical, or Wage Grade positions in grade and potential below GS-9 or Wage Grade equivalent
 - must demonstrate potential to perform successfully
 - screened by rating panel
 - laterally reassigned to the position as announced
 - training plan developed for selectee(s)

CPP PROCESS

Lateral Reassignment



- NASA-C-4010, “Application for Lateral Reassignment Opportunity”
- Positions are open for 10-workdays
- Qualification determination
- No panel is required
- Interview is required
- Selectee reassigned at current grade

CPP PROCESS

Writing your KSAOC's



- Four broad areas of KSAOC's:
 - occupational and subject matter knowledge and skills
 - ability to plan and organize
 - person-to-person relationships, including leadership
 - communication skills

CPP PROCESS

Writing your KSAOC's



- Relate your background to the KSAOC's:
 - Work experience (past and present)
 - Education and training
 - Professional associations/activities
 - Volunteer activities
 - Awards
 - Show **specifically how** and **where** you acquired the KSAOC

CPP PROCESS

Writing your KSAOC's



- Cite specific examples what you have done:
 - what was the objective or challenge
 - what you actually did and when
 - what were the results
 - avoid general statements
 - put effort into the substance of your comments on your qualifications and accomplishments

CPP PROCESS

Writing your KSAOC's



- Write in your own words - don't use the verbiage from your PD
- Confine your comments to the KSAOC
- One page or less adequately addresses a KSAOC
- Write concisely using correct grammar and spelling

CPP PROCESS

Writing your KSAOC's



- Where Can I Get Help?
 - If you do not understand a KSAOC, call the Personnel Management Specialist responsible for the announcement
 - The PD for the new job
 - Attend job briefing for information on the job
 - The new job's supervisor

CPP PROCESS

Writing your KSAOC's



- Where Can I Get Help?
 - The person leaving the job
 - Your current supervisor
 - Have a friend read your application

CPP PROCESS

Writing your KSAOC's

SKILL IN WRITTEN COMMUNICATION

Example of a poor response:

My communication skills are excellent. I am often asked to help out in this regard and have been commended for my work.

Example of a good response:

In the past 10 months, I have taken over a number of writing assignments previously held by my supervisor. These include:

(1) Drafting monthly reports on leasing activities under the purview of our office. These are routinely approved by my supervisor without change and are circulated to 10 branches and 2 directorates.

(2) I have assumed the responsibility of reporter for the quarterly meeting of the Division's research scientists. Reports of these meetings are reviewed by the Director's Office prior to distribution to all participants.

In January 1990, I completed the course, "Writing Analytical Reports," offered through the National Independent Study Center. This was a 6-month course involving 24 hours of training and covering such areas as: planning and analytical report, collecting and analyzing data, identifying possible solutions to problems addressed in the report, and organizing, writing, and editing the report. This course also addresses the ability required in Factor 1.

CPP PROCESS

Writing your KSAOC's



ABILITY TO ORGANIZE AND ADMINISTER PROJECTS

Example of a poor response:

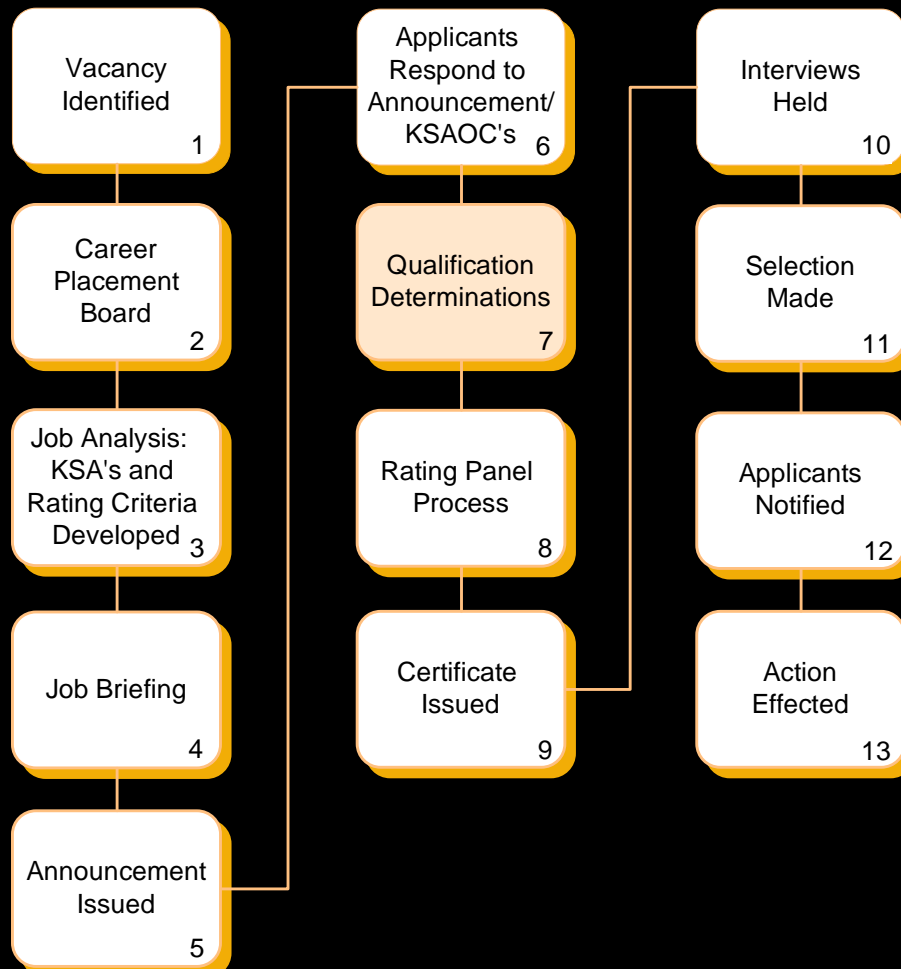
To date, I have had no opportunity to apply my skills to organizing and administering large projects.

Example of a good response:

Although my job duties do not involve administration of major projects, I have been a participant in a number of divisionwide initiatives. In these instances, I have approached my role in the same manner that I would a large project. That is, I have developed schedules and budgets, identified milestones, initiated progress reviews, and evaluated results. A recent example of this has been

CPP PROCESS: Step 7

Qualification Determinations



- What are Qualification Standards?
- Where do we find the Qualification Standards?

CPP PROCESS: Step 7 (Cont'd)

Qualification Determinations



- What are Qualification Standards?
 - Minimum education, experience, or other requirement (such as licensure) that an applicant must possess to perform satisfactorily in a position.
 - Some standards such as NASA's Aerospace Technology standard, have specific education requirements.

CPP PROCESS: Step 7 (Cont'd)

Qualification Determinations



- Where do we find the Standards?
 - OPM's Operating Manual for Qualifications Standards for General Schedule (GS) Positions
 - Job Qualification System for Trades and Labor Occupations (for Federal Wage System positions)
 - NASA NPG 3300, Chapter 2, NASA's Rating Schedule for Aerospace Technology (AST)

CPP PROCESS: Step 7 (Cont'd)

Qualification Determinations



- Minimum Qualifications Determination:
 - Based on your time-in-grade, level and appropriateness of work experience, grade level, and Aerospace specialty if the position is an engineering position.

CPP PROCESS: Step 7 (Cont'd)

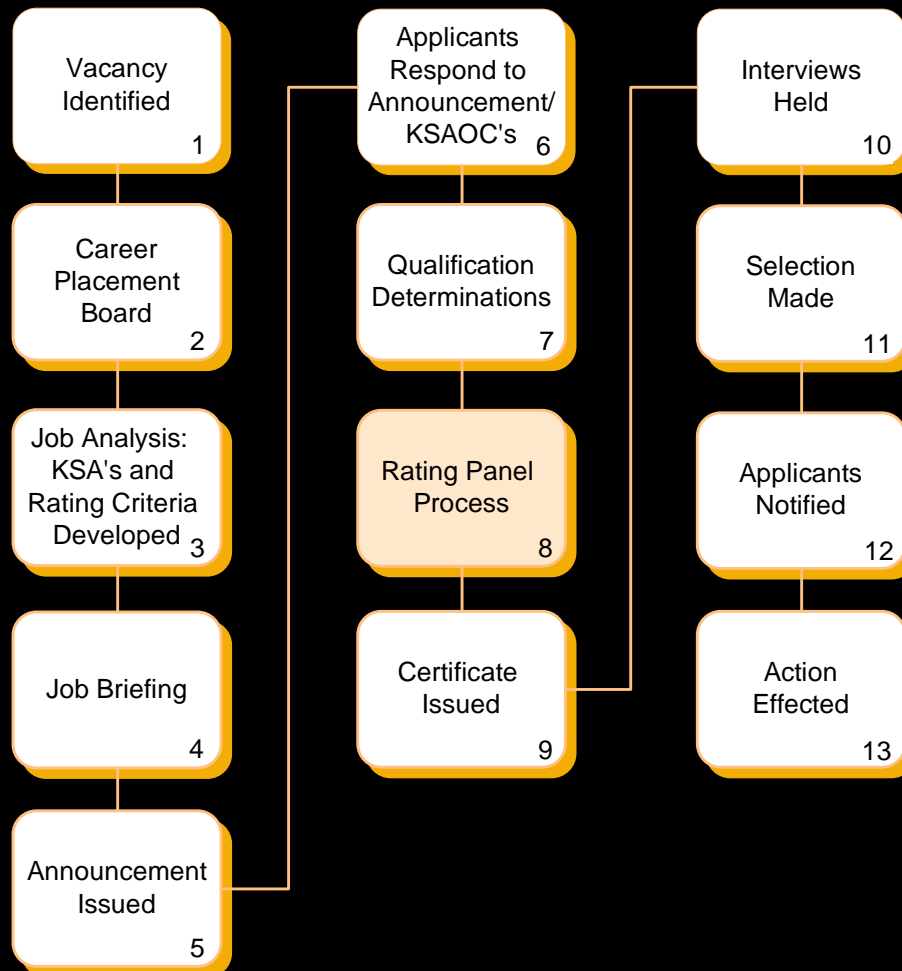
Qualification Determinations



- “Well Qualified” Determination
 - Subject Matter Experts (SME’s) make this determination using job related-criteria to distinguish well-qualified candidates from those who only meet minimum qualification requirements. This applies to positions where there is no requirement for a rating panel.

CPP PROCESS: Step 8

Rating Panel Process



- Purpose
- When required
- Representation on panel

CPP PROCESS: Step 8 (Cont'd)

Rating Panel Process



- Purpose of a Rating Panel:
 - To determine the relative degree to which the candidates possess the KSAOC's in order to refer the highly qualified applicants
 - Panel determines the number of candidates to be referred
 - **NOTE: The panel evaluates only the written material you submit.**

CPP PROCESS: Step 8 (Cont'd)

Rating Panel Process



- When required:
 - When there are more than 5 well-qualified candidates represented by IFPTE
 - When there are 5 or more candidates represented by AFGF
 - When there are more than 10 well-qualified candidates for non-bargaining unit positions

CPP PROCESS: Step 8 (Cont'd)

Rating Panel Process



- Panel Representation:
 - Three Subject Matter Experts (SME's)
 - Must be familiar with the duties of the job to be filled or the organization in which it will operate.
 - Should be in a grade at or above the level of the grade of the position.
 - Usually one from the same organization, one from the directorate and a customer.

CPP PROCESS: Step 8 (Cont'd)

Rating Panel Process



- Observers:
 - EO observer serves as a representative from either the Office of Equal Opportunity staff or EO advisory group.
 - Does not participate officially as a panel member

CPP PROCESS: Step 8 (Cont'd)

Rating Panel Process



- IFPTE Observer:
 - For positions being filled in the IFPTE bargaining unit.
 - Appointed by union president
 - Does not participate officially as a panel member

CPP PROCESS: Step 8 (Cont'd)

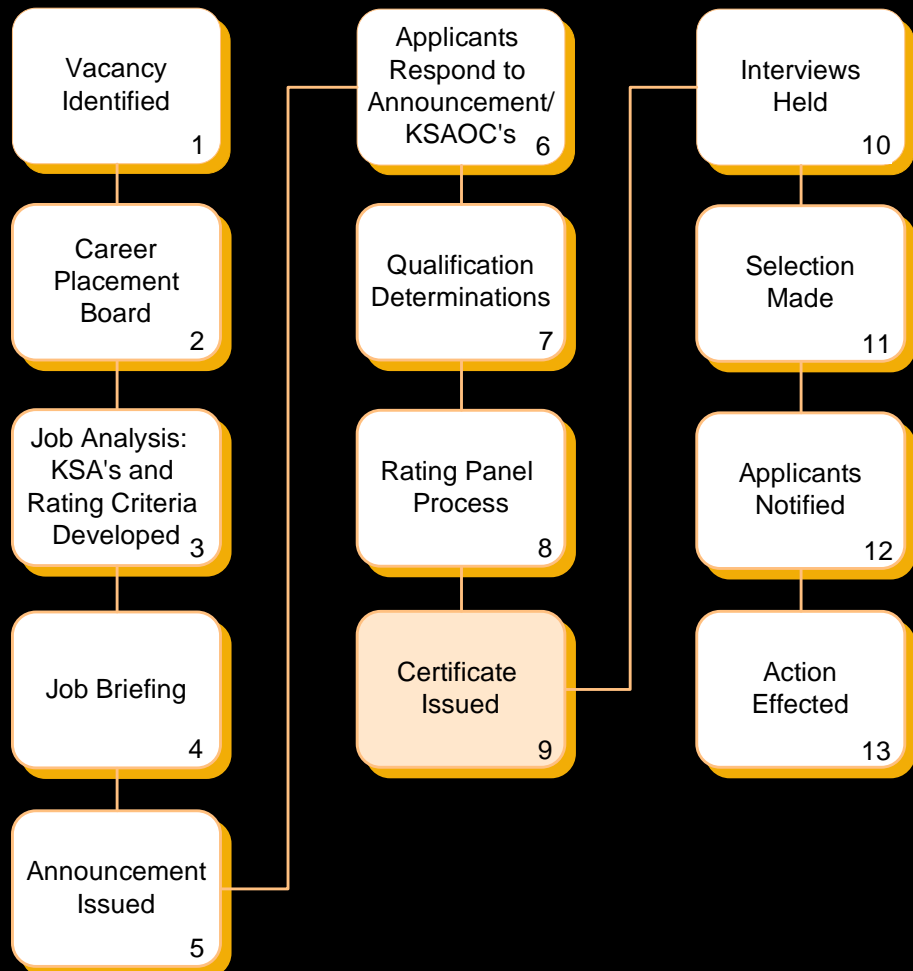
Rating Panel Process



- Position filled in the AFGGE bargaining unit:
 - At a minimum, panel will consist of two SME's
 - Will include one non-supervisory employee from bargaining unit nominated by AFGGE union president
 - All panel members, including bargaining unit employee, appointed by Personnel Officer on basis of their subject matter expertise.

CPP PROCESS: Step 9

Certificate Issued



- What goes on the Certificate?

CPP PROCESS: Step 9

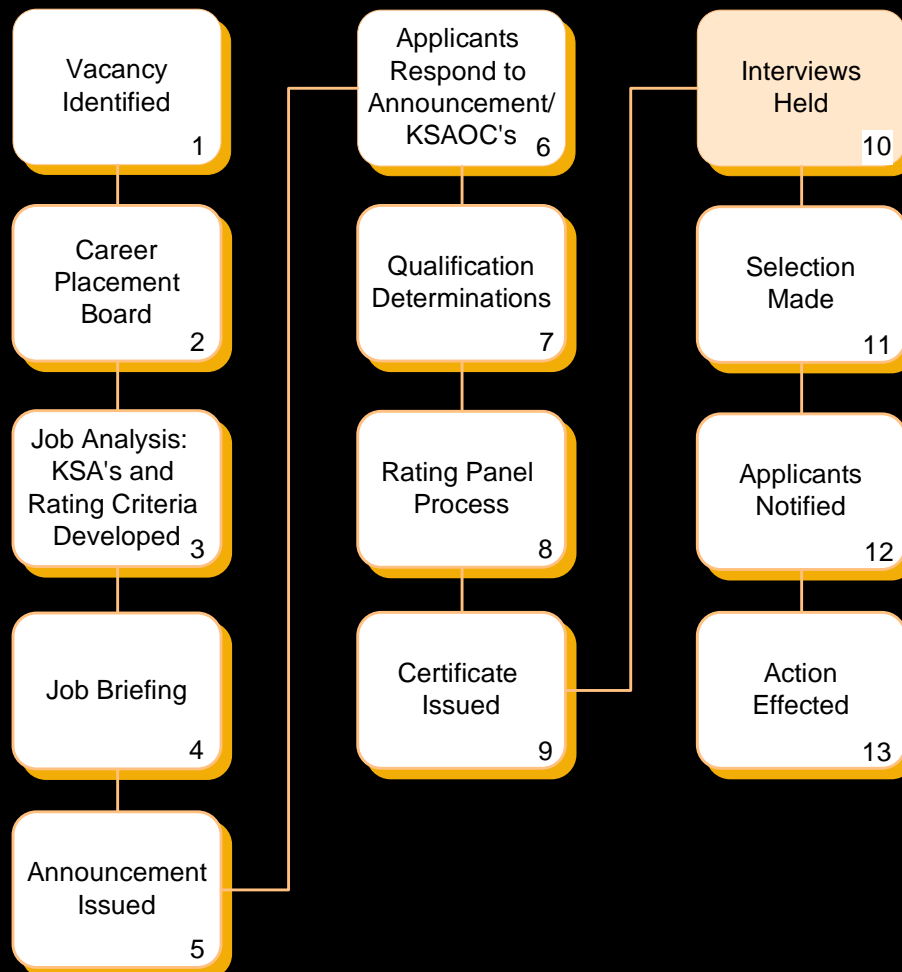
Certificate Issued



- What goes on the Certificate?
 - Based on the results from the rating process, candidates names, grade, and org. code are listed alphabetically
 - Scores are not listed
 - Certificate is forwarded to Selecting Official (SO)
 - Certificate is valid for 90-days from date of issuance
 - SO may request 30-day extension
 - Candidates who do not make the certificate are notified within 3 workdays by OHR

CPP PROCESS: Step 10

Interviews Held



- Who is interviewed?
 - All candidates on the Certificate must be interviewed by the selecting official, or by a panel of diverse interviewers, including the selecting official.

CPP PROCESS: Step 10


Interviews Held



- Candidates are notified in advance of scheduled interview
- If there is an interview panel, the Selecting Official is still responsible for making the final decision on selection

CPP PROCESS

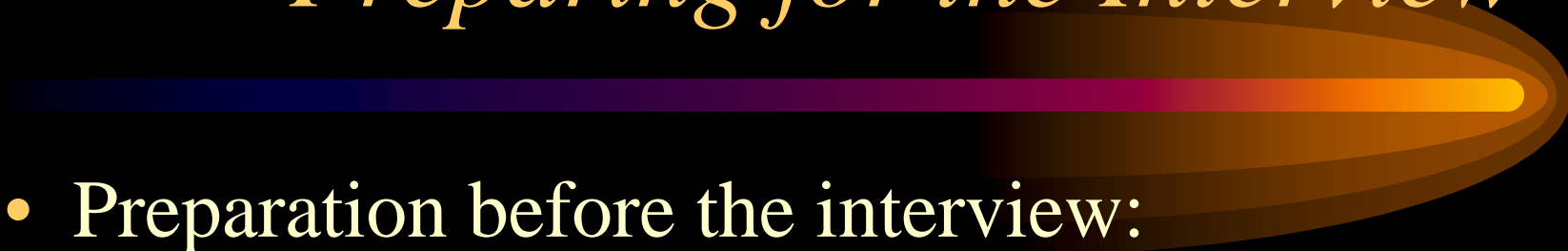
Preparing for the Interview



- The interview is a two-way conversation:
 - Interviewer's goal is to assess the candidates skills and abilities in terms of their vacancy
 - Candidates goal is to articulate their competencies and assess the position

CPP PROCESS


Preparing for the Interview



- Preparation before the interview:
 - Review your application and responses to the KSAOC's.
 - Identify your accomplishments
 - Consider your strengths and weaknesses
 - Why are you interested in working in this organization.

CPP PROCESS

Preparing for the Interview



- Familiarize yourself with the organization and its mission.
- Develop questions to ask the interviewer pertaining to the position.
- Get a good nights sleep!

CPP PROCESS

The Interview

- Interviewing Techniques:
 - Open-ended questions - requires the candidate to elaborate on a response.
 - **Example**: “Give me an example of what you have done in your present position to build a team-oriented environment?”
 - **Example**: “What specific strengths do you think you can bring to this job?”
 - **Example**: “Describe the preparation and delivery of a recent presentation you made to a group of people.”

CPP PROCESS

The Interview



- Interviewing Techniques (Continued):
 - Closed Questions - require a simple yes or no answer and provide no background information
 - Example: “You graduated last June?”
- Questions not allowed:
 - Federal law prohibit interviewers asking questions that have nothing to do with an individual’s qualifications for the position. Example: questions regarding age, sex, race, ethnicity, marital status, sexual preference, religion, or disabilities.

CPP PROCESS

The Interview



- The Interview:
 - Arrive on time
 - Introduce yourself with a firm handshake
 - Selecting Official or Interview Panel will have a prepared list of job-related interview questions to ask all the candidates.
 - Notes will be taken during the interview
 - Think about questions before answering.

CPP PROCESS

The Interview



- The Interview (Continued):
 - Maintain good eye contact with interviewer(s)
 - Listen carefully to each question before answering.
 - Provide clear concise answers
 - Demonstrate your interest and enthusiasm
 - Allow the interviewer(s) to guide the conversation/questions.

CPP PROCESS

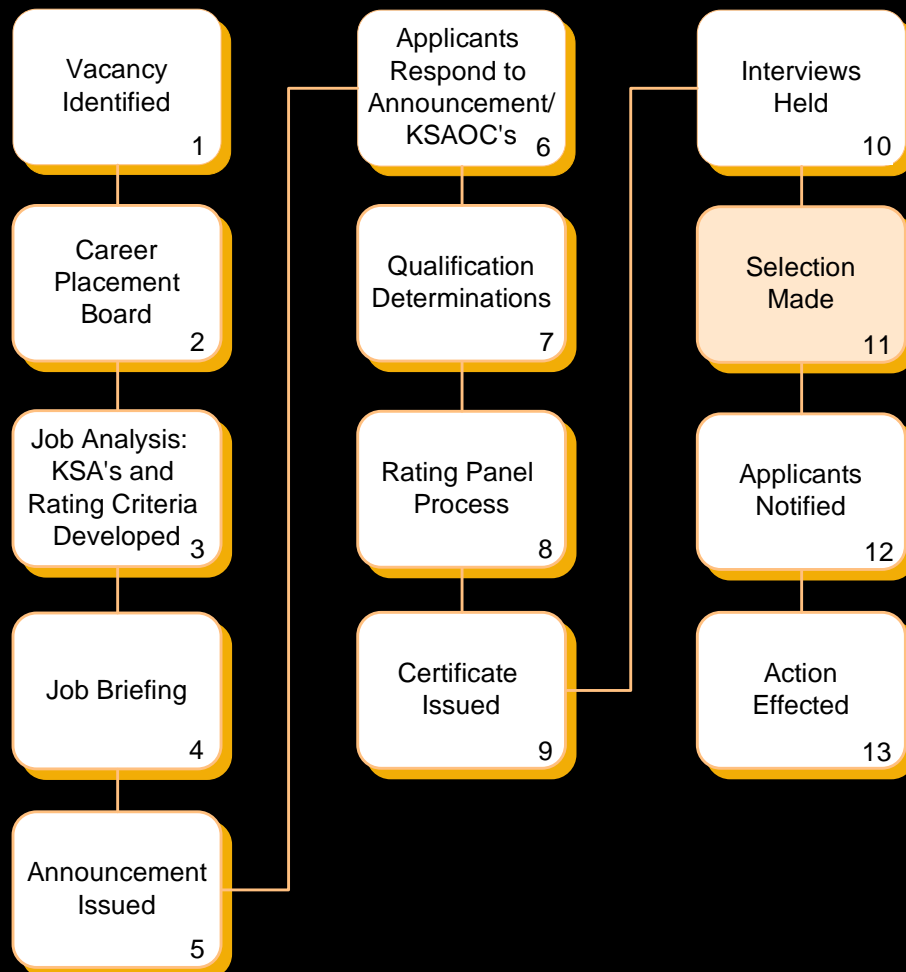
The Interview



- Other Interview Tips:
 - Do not overstate or understate your background
 - Do ask appropriate questions of the interviewer(s)
 - Do practice interviews with a friend
 - Visit the library or purchase a book on interviewing skills
 - **DO** everything you can to appear and **BE** relaxed.

CPP PROCESS: Step 11

Selection Made



- What happens after the interview?

CPP PROCESS: Step 11

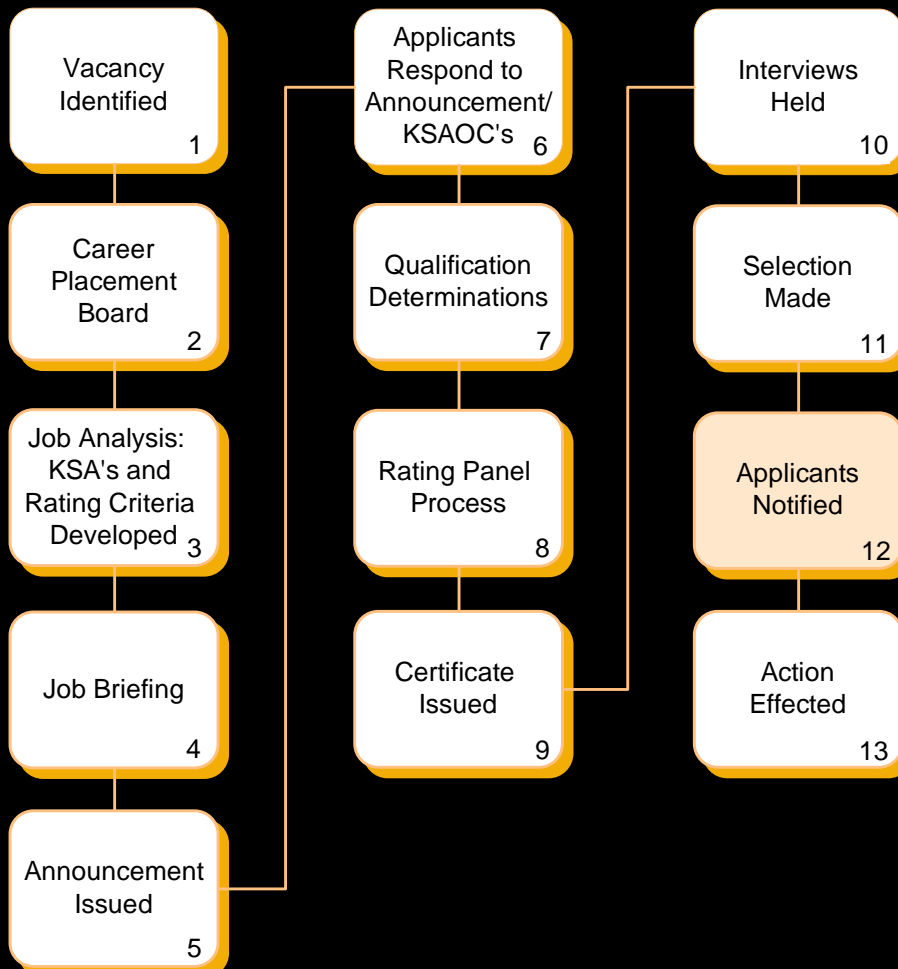
Selection Made



- SO makes selection and routes completed certificate with name of candidate selected and reason for selection to OHR through appropriate management chain.
- Director Of briefs Center Director on supervisory high-grade selections.

CPP PROCESS: Step 12

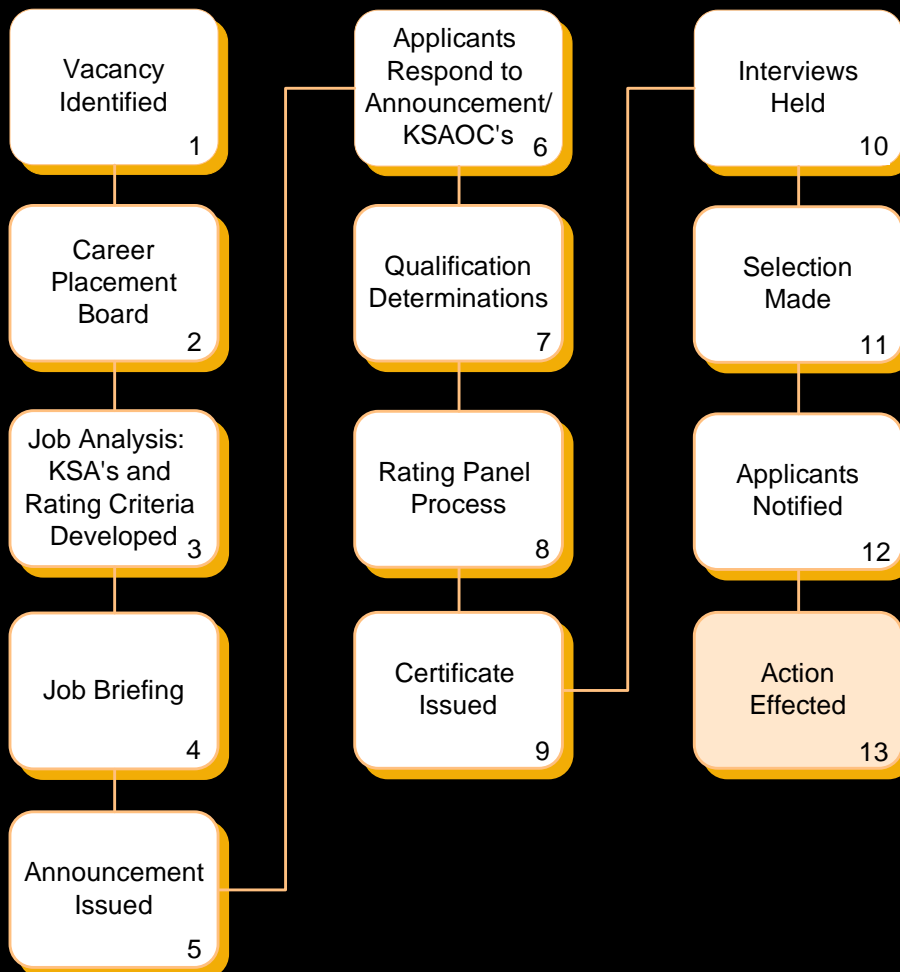
Applicants Notified



- Selectees and nonselectees are notified by the Selecting Official (SO)
- Nonselectees can request a debriefing from the SO

CPP PROCESS: Step 13

Action Effectuated



- Release Date
- Effective Date

CPP PROCESS: Step 13

Action Effected



- Release Date :
 - OHR works with the losing and gaining organizations to establish a release date
 - usually within 30-days
- Effective Date:
 - OHR sets the effective date for the selectee
 - usually 2-weeks after OHR approves the selection

CPP PROCESS

Information Sites



- Employment:
 - <http://www.grc.nasa.gov/WWW/OHR/next3.htm>
- NASA Jobs:
 - <http://www.nasajobs.nasa.gov>
- SMART (Staffer, Manager, & Recruiter Tools)
 - <http://hro.jsc.nasa.gov/smart>
- OHR Operations Office Staff listing
 - <http://www.grc.nasa.gov/WWW/OHR/Lewis/0470>

CPP PROCESS

Information Sites



- CPP/LRO Procedures and Metrics
 - www.grc.nasa.gov/WWW/OHR/cpplro.htm
- Federal Career Corner
 - <http://www.govexec.com/dailyfed/0399/033099b3.htm>
- KSA Workbooks
 - Federal Research Service, Inc.
 - <http://www.fedjobs.com/howto.htm>